

**SUMMARY OF THE  
PROGRAM, POLICY, AND STRUCTURE COMMITTEE MEETING  
APRIL 12, 2000**

The PP&S Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met Wednesday, April 12 by teleconference at 2:00 p.m. EDT. The meeting was led by Committee Chair, Marcia Davies, of the U.S. Army Corps of Engineers. This was the first committee teleconference since the interim meeting. In attendance were committee members Arthur Burton, Jack Farrell, Anne Rosecrance, Elaine Sorbet and Barbara Giesler.

**NEW ISSUES**

1. The Committee chair reviewed briefly actions proposed at the Interim Meeting. It was agreed that the committee would address all activities related to the glossary at the next teleconference when Tom McAninch, glossary lead, would be able to be present.
2. Marcia Davies discussed the Evaluation Report of the committee session at NELAC VI. The responses were positive with the exception of a comment that so many of the committee members were absent. A follow-up call will be given to non-participants to assess ability/interest to continue with the committee.
3. Proposed changes for Section 1.5.3.1 were discussed and agreement was reached to recommend the addition of the following paragraph for voting at NELAC VI.

The NELAC standard on reciprocity does not apply to federal NELAP-recognized accrediting authorities. Federal departments or agencies may serve as the primary or secondary accrediting authority only for federal, state, or tribal laboratories. County, municipal, and non-governmental laboratories shall not claim either primary or secondary accreditation by a federal department or agency, even if the laboratory is performing analyses under contract to that department or agency.

4. Proposed changes for section 1.6.3 received from the Accrediting Authority Committee were discussed as well as the comments of George Avery, and language was agreed upon to propose for a vote at NELAC VI. This language will be discussed again at the next teleconference.
5. Additional comments which did not involve the glossary were discussed as well, and minor changes to Chapter 1 may be proposed as a result of these discussions.
6. Comments on Fields of Testing issues will be discussed at a later call and also in detail at a special joint session with other committees at NELAC VI.
7. Replacements for Marcia Davies and Tom McAninch were discussed. Since many voting members are new to NELAC, the desire to have the Board of Directors grant an exception to the Policy on Committee Membership to allow Marcia to continue as committee chair was expressed. Also a desire to have Tom continue on as member and Glossary lead was also expressed. Follow-up will be done on these two issues.

8. The Glossary was discussed with respect to a proposal to delete all entries of terms that are not being used in the chapters. Tom McAninch has performed the search and identified the terms in an e-mail. It was agreed that they be deleted.

#### **NEXT MEETING**

The next teleconference will be April 19, 2000 at 1:00 p.m. EDT.